

[Date]

CERTIFIED MAIL RETURN  
RECEIPT REQUESTED

[Name and Address of Planning Office]

Dear \_\_\_\_\_:

[Name of housing sponsor] (the "Housing Sponsor") has applied to the Virginia Housing Development Authority ("VHDA") for the financing of a multi-family rental housing development (the "Proposed Development") to be known as \_\_\_\_\_ and described as follows:

**[Description of development, including  
number of units and location]**

Section 36-55.39B of the Code of Virginia requires that, prior to financing by VHDA of the Proposed Development, the Housing Sponsor must provide VHDA with (i) a copy of the written staff determination from your locality that the Proposed Development is consistent with current zoning and other land use regulations in effect at the time of this letter, (ii) a written certification that your locality failed to respond to the Housing Sponsor's request for such written staff determination within 30 days of the receipt of such request, or (iii) a copy of any building permit issued by your locality.

Accordingly, pursuant to Section 36.55.39B of the Code of Virginia, you are hereby requested to provide a written staff determination that the Proposed Development is consistent with current zoning and other land use regulations in effect at the time of this request. If you wish to respond to this request by providing such written staff determination, please sign the enclosed form of Staff Determination and mail it to **[name and address of housing sponsor]** within thirty days of your receipt of this letter. A copy of Section 36-55.39B is also enclosed.

Thank you for your assistance, and please call me if you need further information.

Sincerely,

cc: Mr. John Hastings  
Virginia Housing Development Authority

**STAFF DETERMINATION**

**Name of Proposed Development:** \_\_\_\_\_

**Location of Proposed Development:** \_\_\_\_\_

In response to the written request by letter dated \_\_\_\_\_, \_\_\_\_\_ from the housing sponsor of the proposed development identified above, the staff of the \_\_\_\_\_ of \_\_\_\_\_, Virginia hereby determines that the proposed development identified above is consistent with current zoning and other land use regulations in effect at the time of the written request referenced above.

The undersigned certifies that he or she is authorized to make this determination on behalf of the staff identified above.

\_\_\_\_\_  
(signature)

Print or Type Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Additional comments and/or explanation (not required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**§ 36-55.39. Procedure prior to financing of housing developments undertaken by housing sponsors.**

\* \* \* \* \*

B. The locality, upon written request from the housing sponsor, shall provide a written staff determination that the proposed development is consistent with current zoning and other land use regulations in effect at the time of such request. Failure of the locality to comply with this subsection within 30 days of the receipt of the written request from the housing sponsor shall be deemed to be a determination that the proposed development is consistent with current zoning and other land use regulations. Prior to financing by the HDA, the housing sponsor shall provide the HDA with (i) a copy of the written staff determination received from the locality, (ii) a written certification that the locality failed to respond to the housing sponsor's request within 30 days as provided herein, or (iii) a copy of any building permit issued by the locality.

**WRITTEN CERTIFICATION PURSUANT TO  
SECTION 36-55.39B OF THE CODE OF VIRGINIA**

**Name of Proposed Development:** \_\_\_\_\_

**Name of Housing Sponsor:** \_\_\_\_\_

The undersigned, on behalf of the housing sponsor of the proposed development identified above, hereby certifies as follows:

1. A written request dated \_\_\_\_\_, \_\_\_\_\_, from the undersigned for a written staff determination that the proposed development identified above is consistent with current zoning and land use regulations was received by the staff of the \_\_\_\_\_ of \_\_\_\_\_, Virginia on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and

2. The locality failed to respond to such written request within 30 days of the receipt thereof.

The undersigned certifies that he or she is authorized to make this certification on behalf of the housing sponsor identified above.

\_\_\_\_\_  
(Housing Sponsor)

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_